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27 May 1975

MEMORANDUM FOR: Director of Training

SUBJECT : Course Report for Administration
Directorate Survey, 14 to 16 May 1975

1. The second running of the Administration Directorate Survey, a course specifically designed for the January 1975 Career Training Class, was held 14 through 16 May in room 916 of the Chamber of Commerce Building. The course was shortened from four to three days and was devoted entirely to the Administration Directorate.

2. Summary of Course Evaluations

The evaluations accomplished by the individual class members for the three days were relatively favorable, indicating an understanding of the individual missions and functions of the Administration Directorate and its various offices and how the Directorate actually supports the Agency. The course evaluations indicated that, based on a numerical scale of 1 (slightest) to 7 (highly satisfactory), the class rated the course 4.7 in attaining its objective.

3. Class Composition

The class consisted of 25 Career Trainees. There were 16 men and 9 women, and six in the class were internals. The overall average age of the class was 27, with a grade range from GS-8 to GS-11.

4. Course Content and Highlights

The content of this special running of the Administration Directorate Survey was similar in a condensed sense to the "Trends and Highlights" Course offered to DDA careerists. Speakers from each of the offices within the Directorate made presentations including a presentation by [REDACTED] from the Information Review Staff on the Freedom of Information Act. John McMahon, the ADDA, opened the course with

25X1A

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25X1A an overview of the Directorate, stressing current issues and trends. Additional presentations included, Equal Opportunity in CIA by [REDACTED], and Support in an Emergency Situation: A Case Study, by [REDACTED] an Administrative Officer [REDACTED] during the 1974 Turkish invasion. [REDACTED] presentation was both interesting and informative and appeared to be well received by the class. A new presentation was initiated this particular running and that was by [REDACTED] Chief, Cover and Commercial Staff, Operations Directorate who spoke on cover and the lack thereof and its rationale. This presentation was extremely well received by the class collectively for its relevancy, and many of the class members thought more time should have been devoted to this subject. Collective cover briefings such as this might be worthwhile for future Career Training Classes. The highlights of this running were [REDACTED] 25X1A
25X1A [REDACTED], Director of Finance, for his delivery and candor, and the four member panel from the Office of Medical Services. The class thought that the panel was both enjoyable and informative. On a contrasting note, the presentation that received the most negative evaluations was 25X1A
25X1A [REDACTED], Deputy Director of Joint Computer Support who expended too much time on the history of computers and not enough time on current applications and examples.

Several of the class members thought the course content to be somewhat repetitious and that much of the information has been presented to them in the January running of the Intelligence and World Affairs Course. The only presentations offered in the IWA course relevant to the DDA were, Personnel Management; Administration of Intelligence Activities; and The Applications of Security Classification.

[REDACTED] 25X1A
Course Chairman

Attachments:

Class Roster
Course Schedule
Course Evaluation Form

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TAB

25X1A

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TAB

Administration Directorate Survey #2-75

14 - 16 May 1975

Room 916
Chamber of Commerce
Building

Intelligence Institute
OFFICE OF TRAINING

25X1A

Course Chairman :		x3730
Training Assistant:		x2452

Administration Directorate Survey

Course Objective

The Career Trainee completing this course should understand in considerable detail the missions of the various elements of the Directorate of Administration, and how they support the Agency in the conduct of its various activities.

Administration Directorate Survey #2-75

14 - 16 May 1975

Wednesday, 14 May

25X1A

0830 - 0900 Administration and Introduction

[REDACTED]

Course Chairman

Course administration and an overview of the activities will be covered.

0915 - 1030 Overview of the Administration Directorate

John N. McMahon
Associate Deputy
Director for
Administration

Mr. McMahon will survey current issues and problems which confront the Directorate and its operations. He will identify those factors which are likely to influence or change the future course of DDA activities.

25X1A

1045 - 1200 The Freedom of Information Act and its Impact on CIA

[REDACTED]
~~Chief, Information
Review Staff, DDA~~

Our speaker will outline briefly the provisions of the 1966 Freedom of Information Act and the effects of its implementation on government departments and agencies. Executive Order 11652 will be discussed and the Agency's procedures and experience dealing with declassification requests will be outlined. The 1974 amendments to the Freedom of Information Act will be detailed and emphasis will be placed on the impact of the amendments on CIA.

1200 - 1330 LUNCH

Wednesday, 14 May (continued)

25X1A

1330 - 1430 Equal Opportunity in CIA

Deputy Director,
Equal Opportunity
Program, Federal
Women's Program
Coordinator

The Director of Central Intelligence is firmly committed to achieve equal employment opportunity for all CIA employees. During this session, our speaker will present the record of minority employment in CIA, discuss the goals and problems established by the Director for raising the level of minority employment, indicate the progress toward the goal of equal employment opportunity, and finally, describe the role all Agency supervisors have in helping the Agency reach the goals.

1445 - 1515 Readings: Directorate of Administration
Personnel Handbook and Headquarters Regulations
Volumes I, II, and III (specifically DDA's
Missions and Functions).

25X1A

1515 - 1630 The Agency and Its People

Deputy Director of
Personnel for
Plans and Control

The Agency is using new tools for personnel management--Annual Personnel Plan (APP) and Personnel Development Program (PDP). Our speaker will discuss these issues and offer his views on trends which affect personnel management in the Agency.

Thursday, 15 May

0830 - 0930 Providing Cover for Agency
Personnel

25X1A

Chief, Cover and
Commercial Staff

What is the meaning and rationale of cover and how do we maintain cover? Our speaker will address these questions and discuss ways in which you can overcome cover problems. Present conditions and future trends for cover will also be outlined.

25X1A

0945 - 1030 Training Agency Officers

Deputy Director
of Training

One of the major concerns of Career Trainees is to learn what kinds of training are available to Agency officers. [REDACTED] will describe new training requirements and what is being done to meet them.

25X1A

25X1A

1045 - 1200 CIA's Computer Systems

Deputy Director
of Joint Computer
Support

The computer is obviously here to stay in the Agency--as an information processor, as an analytical tool, and as an aid to managers and management. As you probably have already discovered, the computer is increasingly affecting your lives in CIA. Our speaker will acquaint you with current Agency uses of computer systems and will describe the role and responsibilities of his Office. He will also discuss his views on future use in the Agency, and will explain how to get computer support and assistance from his Office.

1200 - 1315 LUNCH

25X1A

1315 - 1415 The Office of Logistics

Deputy Director
of Logistics

As the world situation has changed in the last two years, and as CIA's role has changed to match, the Office of Logistics has had to modify its operations to meet these changes. Our speaker will describe some of these modifications and will identify significant factors that he believes will influence future logistic activities.

Thursday, 15 May (continued)

1430 - 1530 The Agency's Financial Operations

Thomas B. Yale
Director of
Finance

The Director of Finance will tell about the complex financial operations of the Agency which are the responsibility of his Office. He will describe his Office's objectives and discuss new simplifying and streamlining techniques and the increasing use of computers to perform routine tasks.

1545 - 1645 Station Support in an Emergency
Situation: A Case Study

25X1A

DDA Administrative
Officer

25X1A



Friday, 16 May


25X1A

0830 - 0930 The Office of Security Today


Deputy Director
of Security

Our speaker will present a broad overview of the missions and functions of the Office of Security, touching on new developments and current trends in all branches of security--personnel, technical and physical. He will examine new challenges and the changing nature of the security threat that faces the Agency today.

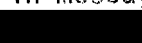
0945 - 1030 FILM: "Damage Report"

25X1A This film portrays a fictional compromise of a key intelligence source in -which, however, is drawn from life. Attention will be drawn to the many facets of personal and technical security vital to intelligence operations overseas which will be discussed by the Office of Security representative during this particular phase of the course.

25X1A

1045 - 1200 Communications in the 70's


Director of
Communications

25X1A Our speaker will discuss with us Commo's world-wide communications responsibilities and the ways in which it is meeting them. Two of the ways this office copes with new requirements are increased automation in message handling and increasing use of communications satellites.  will bring us up to date on recent developments within his office and will detail future outlooks.

1200 - 1330 LUNCH

Friday, 16 May (continued)

1330 - 1500 Developments in Our Medical Services

25X1A

[REDACTED]
M.D.
Deputy Director of
Medical Services

25X1A

[REDACTED]
M.D.
Deputy Chief,
Operations Division

25X1A

[REDACTED]
M.D.
Deputy Chief,
Psychiatric Staff

25X1A

[REDACTED]
Ph.D.
Chief, Research
Branch,
Psychological
Services Staff

This will be an open forum on the features of the Agency's medical program. Our speakers will cover the various facets of this program from both the headquarters and overseas standpoint.

1515 - 1630 Course Evaluation and Review

25X1A

~~S-E-C-R-E-T~~

Administration Directorate Survey #2-75

14 - 16 May 1975

Room 916
Chamber of Commerce
Building

Intelligence Institute
OFFICE OF TRAINING

25X1A

Course Chairman :		x3730
Training Assistant:		x2452

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Deputy Director of
Medical Services

25X1A

Deputy Chief,
Operations Division

25X1A

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25X1A

Chief, Research
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25X1A

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TAB

NAME (optional) _____

DIRECTORATE (please fill in) _____

ADMINISTRATION DIRECTORATE SURVEY

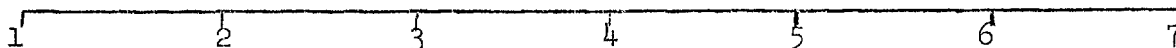
Course Evaluation

This evaluation is regarded by the staff as an extremely important vehicle to assist us in improving this course. Please fill it out carefully and add any written comment we have not thought to ask for if you think it will help us.

A. Course Objective

The Career Trainee completing this course should understand in considerable detail the missions of the various elements of the Directorate of Administration, and how they support the Agency in the conduct of its various activities.

Please indicate on this numerical scale how well, in your estimation, the course has met its objective (number 1 is the lowest, number 7 is the highest.)



B. If your evaluation was in the low range (1 or 2) or the high range (6 or 7) please comment briefly on the reasons.

C. Please give any other comments which you may have, considering both content and effectiveness.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Course Report for Administration Directorate Survey, 14-16 May

FROM: 25X1A <div style="background-color: black; width: 150px; height: 1.2em; margin: 2px 0;"></div> Course Chairman 926 C of C	EXTENSION	NO.
	3730	DATE 28 May 75
TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS
	RECEIVED FORWARDED	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. C/IMB/II	28 May 75	LCB
2. C/II	5/28	J
3. C/TSS	28 May 75	Bof
4. C/PRS	29 May 75	JC
5. DDTR	5/30	P
6. DTR	5/30	June
7. C/II 924 a/c	6/6	J
8. C/IMB	6/6	vob
9. <div style="background-color: black; width: 150px; height: 1.2em; display: inline-block;"></div> Course Chairman	6/6	JMB
10. <div style="background-color: black; width: 150px; height: 1.2em; display: inline-block;"></div> (Fax)		
11.		
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